



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION

ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

MITT ROMNEY
Governor

KERRY HEALEY
Lieutenant Governor

ELLEN ROY HERZFELDER
Secretary

ROBERT W. GOLLEDGE, Jr.
Commissioner

December 2003

Dear Municipal Recycling Coordinator:

Enclosed is the Department of Environmental Protection's (DEP's) 2002 Municipal Recycling Data Sheet. Instructions for completing the data sheet are enclosed. Please note that DEP is requesting data on a **calendar** year basis. This will enhance consistency between the data sheet and DEP's other solid waste reporting forms.

DEP has pre-printed each community's municipal contact information in Section 1, and the name(s) of its contracted solid waste and recycling hauler and household information in Section 3. Please correct any pre-printed information where necessary and complete the remaining sections of this form.

Information provided on the Data Sheet is used by DEP to calculate municipal recycling rates, evaluate municipal recycling grant applications, and evaluate state recycling and waste reduction programs. Please note that a completed data sheet will be required to be eligible for future DEP recycling grants.

If your municipality has a Pay-As-You-Throw program, we have also included a PAYT survey. DEP has pre-printed each PAYT community's information based on the information we have received to date. Please make any corrections or updates to this form so we can make sure our database is up to date.

Please return the completed datasheet, and if applicable, the PAYT survey to Amy Roth, Department of Environmental Protection, One Winter Street, 8th Floor, Boston, MA 02108 by **Monday, February 16, 2004**. If you have any questions or would like assistance completing this form, please contact Amy Roth at (617) 292-5634.

Sincerely,

A handwritten signature in cursive script, reading "John Fischer".

John Fischer
Branch Chief, Waste Planning

Enc.: Municipal Recycling Datasheet and Instructions